

STATE OF MONTANA AGENCY UNIFORM POLICIES

1. Appoint a person to act as the agency representative with regard to the planning effort for the “Montana Disaster & Emergency” plan. The position responsibilities will be included in the individual’s position description.
2. Responsible for developing, implementing and updating the necessary agreements and procedures in-house or with cooperators to effectively carry out agency roles and responsibilities.
3. Provide the SECC manager with the current names and numbers of those individuals acting as the agency point-of-contact (at least 3 deep) with regard to incidents, emergencies or disasters.
4. As requested by DES, provide a list of available agency resources.
5. Coordinate with the Governor’s Budget Office to ensure the appropriate accounting procedures are in place for tracking disaster expenses, requesting reimbursements, submitting budget change documents, requesting statutory authority or submitting supplemental appropriation requests.
6. Provide agency staff to assist in program delivery, program development or providing technical assistance.
7. As requested by DES, provide agency personnel to act as an agency representative to the SECC for their organization.
8. Make available any state agency facility or resource that may be needed in managing an incident, emergency or disaster consequences.
9. Agencies will continually evaluate the impact of ongoing incidents, emergencies or disasters with regard to the constituents they serve and report their findings to the SECC Manager. The report should include, but not be limited to, identified needs, possible resource requirements, problem areas and future requirements.
10. Cooperate to provide timely and consistent information to the public.
11. Coordinate with the Department of Administration (DoA) to ensure that critical government services will continue during and after an incident, emergency or disaster.
12. Coordinate with DES to fill any Emergency Management Assistance Compact (EMAC) requests from our sister states.